



USAID | GUATEMALA

DEL PUEBLO DE LOS ESTADOS
UNIDOS DE AMÉRICA

SOLICITATION NUMBER: 72052021R10001
ISSUANCE DATE: 11/27/2020
CLOSING DATE/TIME: 12/11/2020

SUBJECT: Solicitation for a **Cooperating Country National or Third Country National Personal Service Contractor (CCNPSC) – (Local Compensation Plan)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in Attachment 1.

Sincerely,


Troy J. Tillis
Supervisory Executive Officer



I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72052021R10001
- 2. ISSUANCE DATE:** 11/27/2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 12/11/2020 before and/or on 3:00 p.m. Guatemalan local time (close of business).
- 4. POINT OF CONTACT:** Andrea Gramajo, e-mail at agramajo@usaid.gov
- 5. POSITION TITLE:** USAID Voucher Examiner, FSN-0420
- 6. MARKET VALUE:** Q.175,053.00 to Q.271,329.00 equivalent to CCN-08. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of *USAID/Guatemala*. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years, estimated to start on (DATE).
The services provided under this contract are expected to be a continuing nature that will be executed by USAID through series of sequential contracts, subject to the availability of funds.
- 8. PLACE OF PERFORMANCE:** USAID Guatemala, Km 6.5 Final Boulevard Los Próceres, Santa Catarina Pinula with possible travel as stated in the Statement of Duties.
- 9. ELEGIBLE OFFERORS: CCN or TCN.** Cooperating country national (CCN) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country. Third country national (TCN) means an individual who is neither a cooperating country national nor a U.S. national, but is a citizen or lawful permanent resident (or equivalent immigration status) of any country other than the countries which are prohibited sources. (See 22 CFR 228.15). Note PSC preferences in ADS 309.3.1.4.
- 10. SECURITY LEVEL REQUIRED:** Regional Security Office certification.

11. STATEMENT OF DUTIES

1. *General Statement of Purpose of the Contract.*

The Voucher Examiner is located at USAID/Guatemala and directly reports to the FSN Deputy Chief Accountant.

The incumbent provides a full range of accounts payable and cash management services for USAID/Guatemala. The Voucher Examiner performs complex voucher examination, including the most difficult and complex invoices payments of goods and services relating to technical program activities, administrative, operational and travel vouchers.

The incumbent ensures the timely and accurate processing of all claims, program and travel advances, collections, and payment related reports. In this regard, the incumbent will audit, analyze, and post accounts payable transactions, ensuring the proper application of the Value Added Tax. The Voucher Examiner also manages, coordinates, and monitors the payments processed by the Regional Payment Office located in El Salvador. Responsibilities include properly reconciling and reporting upon the payments processed. As an expert in all payment functions, the Voucher Examiner provides technical assistance and guidance to Mission staff and management, implementing partners and vendors on payment related matters. As instructed by the Deputy Chief Accountant, the incumbent will assist in the processing of FSN payroll.

2. Statement of Duties to be Performed

Audit, analysis, and payment of a full range of vouchers 50%

Examines a variety of simple and complex vouchers funded by multiple funding streams for overall technical soundness and conformance to Agency policies and regulations prior to final release to the Deputy Chief Accountant or Authorized Certifying Officer. The Voucher Examiner uses Phoenix, the Agency's Financial Management System, to process payments.

Interprets budgetary and financial provisions in contracts, grants, cooperative agreements, and host country agreements or implementation letters for application in the auditing of claims. Vouchers reviewed include a variety of activity types such as technical assistance and commodities and may represent different provisions, including fixed price, cost reimbursement, fixed fee plus cost reimbursement, and advance liquidations. Vouchers examined often involve multiple funding sources, requiring the tracking of documentation over the life of the contracts.

The voucher examination process includes verification that: a) requested payments comply with often complex provisions and terms and conditions; b) documentation is authentic, accurate, and adequately support claims; c) appropriate administrative approvals and evidence of receipts are included; d) sufficient funds have been obligated in Phoenix in advance (funds availability); e) duplicate payments have not been made; and, f) payments are in accordance with the applicable laws, regulations, and procedures.

Additionally, the Voucher Examiner: a) provides accounting classification on vouchers, as appropriate; b) records accounting classification on vouchers; c) processes payments timely, fully cognizant of the late payment and penalty provisions of the Prompt Payment Act; and, d) analyzes problems in payment-related activities, researches the issues, and outlines solutions for management final decision, as required.

The Voucher Examiner audits a wide variety of vouchers associated with the operation of an USAID Mission, such as, leases, utilities, allowances, etc. Examines and analyzes difficult and complex international travel vouchers, including post assignment, transfer, repatriation, and home leave return to post travel. Travel vouchers and advance records are processed in the Agency's E2i Travel System. Prepares ad-hoc reports to promptly resolve issues.

Manages the COLA tool, a database with sensitive employee data, such as family and salary information, with a component that calculates cost of living allowance. Ensures all employees

eligible for the allowance are registered with a correct profile. Validates the COLA rates for each post and validates the accuracy of the calculations.

Management, coordination, and monitoring of payments claims. 25%

The Voucher Examiner establishes and maintains accounts payable internal control procedures and internal processes to ensure the detection and prevention of errors and inefficiencies to USAID financial resources from fraud, waste, and abuse. The Voucher Examiner manages ASIST, the Agency's official electronic based record repository database used to route, approve, and store all vouchers.

Serves as the primary contact with the Regional Payment Office (RPO) located in El Salvador which processes and certifies selected vouchers for USAID/Guatemala. All payments processed by RPO should be tracked, controlled, reconciled, and reported upon. The Voucher Examiner maintains an effective filing system to provide an audit trail documenting the process, transmittal, certification, and actual payment by the US Disbursing offices in Charleston or Kansas, as appropriate.

Certain payments originate from the Embassy. The Voucher Examiner is responsible for verifying the accuracy of the charges, their recording in Phoenix, and proper filing using ASIST. The Voucher Examiner ensures that all Inter-agency Advices of Charges are accepted in Phoenix. To properly perform this function, the Voucher Examiner must maintain constant contact with their counterparts in the Embassy to resolve any differences identified, prevent duplicate payments, and ensure that all charges are fully documented.

Communication and guidance 15%

The Voucher Examiner proactively communicates with contractors, grantees, vendors, host government officials and employees (both orally and in writing) to provide guidance or interpretation of payment requirements. Maintains regular communication with the certifying officers in Guatemala and El Salvador, the RPO in El Salvador, and the US Disbursing offices in Charleston and Kansas. Drafts communication concerning allowable costs, disallowances from claimed amounts, clarification on entitlements and allowances and requests for additional supporting documentation and replies to inquiries on these and other payment related matters.

Provides training and instruction to Mission personnel, host government officials, and other implementing partner organizations in USAID financial management policies and procedures that relate to payments, cash management, and controls, as appropriate. The Voucher Examiner attends post-award entrance meetings and other external meetings, as necessary, with USAID's stakeholders, grantees, and awardees.

Perform other critical responsibilities 10%

- a) Processes and submits Value Added Tax exemptions (VAT) forms for all OE-funded actions. Ensures that forms are filled out accurately to prevent the USAID's Tax Identification Number being frozen. The Voucher Examiner conducts training sessions for A/CORs and their counterparts on the appropriate VAT exemptions procedures and guidelines. Keeps an up-to-date list of VAT users in the Government of Guatemala system.
- b) Serves as backstop of the FMO timekeeper and Mission Payroll Assistant responsible for managing the Automated Payroll and Time and Attendance systems (WebTA). This activity means that the Voucher Examiner must be current on a variety of personnel regulations.
- c) Serves as backstop in the administration of the Declining Balance Card program used by USAID local travelers.
- d) Serves as a member of the Management Control and Review Committee to assist and support the Controller in the completion of the annual internal control assessment (FMFIA) and enterprise risk management (ERM).
- e) Works on special projects, research, and other tasks as assigned by their supervisor.

3. ***Supervisory Relationship.*** Works under the direct supervision of the Deputy Chief Accountant with guidance from the Controller, Deputy Controller, and Chief Accountant. However, incumbent is expected to operate with a minimum of supervision, setting own priorities, and establishing deadlines.

4. ***Supervisory Controls.*** It is not contemplated that the incumbent will supervise others.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- 1. **EDUCATION:** Completion of Secondary school plus two years of College/University studies in Accounting, Finance, Business Administration or related field.
- 2. **PRIOR EXPERIENCE:** Minimum of three years of progressively responsible experience in accounting, accounts payable, auditing, or other financial management related field. Minimum of two years of this experience must be with private sector accounting & auditing operations, and/or other USG offices, programs, partners, or activities in a financial capacity.
- 3. **LANGUAGE:** Fluent in Spanish (Level IV) and Good Working Knowledge in English (Level III).

III. EVALUATION AND SELECTION FACTORS

The following evaluation factors for screening minimally qualified applicants are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below:

1. **Education (10%)**
2. **Experience (35%)**
3. **Computer Skills (10%)**
4. **Interview (25%)**
5. **Reference Checks (20%)**

Applicants are encouraged to provide a narrative for each selection criteria listed above in the form of a cover letter (if applicable). This information will be used for evaluating and scoring each minimally qualified applicant. **The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview, a written exercise, and case study exercise, and the CO must consider findings from the reference checks as part of the hiring determination.**

Be sure to include your name and the solicitation number at the top of each page.

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

USAID Policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN). Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit (1) the offer form DS-174 Application for U.S. Federal employment along with (2) a cover letter, (3) resume written in English and (4) copy of Personal Identification Document. The DS-174 Application form can be found in https://www.usaid.gov/sites/default/files/documents/1877/LOCALLY_EMPLOYED_STAFF_APPLICATION_FORM_DS-174.pdf
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.

3. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. Copies of credential documents (i.e., degree, training certificates, etc.)
5. Application must be submitted ONLY via guatemalavacancies@usaid.gov and the email subject must say: **Solicitation 72052021R10001, Voucher Examiner, CCN-PSC-08.**
6. Please submit the application only once.
7. Late and incomplete applications will not be considered; the application must be submitted before or on the date of filing at 03:00 p.m. (Close of Business)

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Security Eligibility/Facility access
2. Medical Clearances or Statements
3. Other required documents, in coordination with relevant M/Bureau offices regarding contractor workspace, use of government furnished equipment, and remote access as applicable.
4. Financial Disclosure, as appropriate

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. **BENEFITS:**
Group life insurance, medical coverage, retirement plan, annual leave and sick leave, Bonus 14, Christmas Bonus.
2. **ALLOWANCES:**
Miscellaneous benefit allowance.

VII. TAXES

The employees are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available (AAPD 06-08 and 03-11) at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>

***** END OF SOLICITATION *****

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guatemala also strives to achieve equal employment opportunity in all personnel operations.

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.